Teleconferencing is when teachers speak by telephone with more than one student at a time.

Teachers will provide details about scheduled lesson times, passwords and method of delivery (e.g. internet web conferencing only, web conferencing with teleconferencing, phone conferencing or individual phone calls). They will also give you their passwords to the web conference and, if using teleconferencing, their 10 digit telephone conference code.

Optus Teleconferencing Instructions

**Step 1:** At your specified scheduled lesson time, you need to dial into the teleconference by dialling **1800 141 220**. If you are calling from a mobile, it may be more cost effective (depending on your plan) to dial in to the landline number: **07 3181 5999**

**Step 2:** Enter your ‘telephone conference code’ followed by #. (Hash is usually on the bottom right of most telephone keypads.)

**Step 3:** You will hear a ‘Welcome to Education Qld teleconference’ message, and then be prompted to say your name and press #. You will then be joined to the audio conference.

**NB:** You will still need to log in to the Blackboard Collaborate web conference through iConnect regardless of whether your lesson uses teleconferencing.

**Notes:**

Year 6-12 students will have more than one teacher and you will need to obtain a different telephone conference ‘participant passcode’ to use from each teacher.

Students who dial in before the moderator can not talk to other students. They will hear ‘on hold’ music until their teacher joins the conference call.

The **1800 141 220** number is a freecall from all Australian landlines.

Students dialling in using mobile phones will incur the cost, charges will differ depending on the mobile provider.

You can access the conference by dialling the landline number **07 3181 5999** as well. You may wish to use this number instead if it is more economical per your phone provider plan. If you use Skype, you will need to use the landline number to dial in.